



ZONING SIGN CRITERIA

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (972) 292-5300

A zoning sign is a sign erected on the property requested to publicize a Zoning Change or a Specific Use Permit. **The number of signs and the placement of signs shall be determined at the time of First Review Comments for the zoning and/or Specific Use Permit case.** It is the responsibility of the owner/project representative to contact Development Services Department to verify the number and location of signs needed.

Property owners/applicants may use any sign company to meet zoning sign criteria. To order zoning signs, the applicant should contact a sign company; the sign company will install the zoning sign(s) in the Planner designated location(s).

ADHERE TO THE FOLLOWING INSTRUCTIONS:

SIGNS DESIGN

- ☐ Signs shall be four (4) feet by four (4) feet.
- ☐ The sign shall be constructed in accordance with the City's design standards for zoning signs.
 - a. Two (2) sided ten (10) millimeter Coroplast sign or other material of equivalent strength and durability.
 - b. Lettering on both sides of the sign.
 - c. Metal or wood posts shall be used.
- ☐ The signs shall comply with the layout and dimensions on the attached Zoning Sign Design Diagram.

PLACEMENT

- ☐ The sign shall be placed in a location visible from all streets adjacent to the property included in the request.
- ☐ One (1) sign shall be erected adjacent to each street frontage of the property.
- ☐ Signs shall be located no greater than twenty (20) feet from the front property line, and shall be a minimum of two (2) feet off the ground, unless otherwise directed by the Director of Development Services or his/her designee.
- ☐ Sign shall be placed perpendicular to the roadway to enable reading from both sides.

PROOF OF POSTING

- ☐ The property owner or his/her representative shall **erect the sign on the property fourteen (14) days prior to the first public hearing** scheduled to discuss the zoning and/or Specific Use Permit case applicable.
- ☐ The property owner is be responsible for maintaining the sign on the property throughout the entire review process.
- ☐ The property owner or his/her representative must **provide verification** with a photograph that the zoning and/or specific use permit **sign is in place one (1) week prior to the scheduled Planning & Zoning Commission meeting date.**

REMOVAL OF SIGNS

- ☐ **The property owner or his/her representative must remove the sign within three (3) calendar days:**
 - a. after the City Council's approval of the ordinance rezoning the property;
 - b. after the Planning & Zoning Commission denies the request, unless an appeal to the City Council is made; or
 - c. after the City Council denies the zoning request.

NOTE: Violations of the sign ordinance will result in fines to the property owner and may delay the request for zoning or Specific Use Permit.